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NASA Policy Directive

COMPLIANCE IS MANDATORY

NPD 5000.2C

Effective Date: September 22,
2009

Expiration Date: September 22,
2014

[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

Subject: Uniform Methodology for Determination of Small Business Subcontracting Goals

Responsible Office: Office of Small Business Programs

1. POLICY

- a. NASA's policy is to establish a uniform methodology for the determination of small business (SB) subcontracting goals for inclusion in solicitations.
- b. Pursuant to published procurement policy, these numerical goals, expressed as percentages of total contract value, shall be placed in solicitations that will have subcontracting opportunities.
- c. This uniform methodology consists of steps that shall be performed to ensure that the maximum practicable subcontracting opportunities are being provided to SBs, including Small Disadvantaged Businesses, Woman-Owned Small Businesses, Veteran-Owned Small Businesses, Service-Disabled Veteran-Owned Small Businesses, Historically Underutilized Business Zone concerns, and Minority-Serving Institutions which include Historically Black Colleges and Universities and other minority educational institutions.

2. APPLICABILITY

- a. This NASA Policy Directive (NPD) is applicable for all NASA procurements, including new work modifications, with an estimated value, including options, expected to exceed \$50 million.
- b. Its use is recommended for acquisitions of lesser value.

3. AUTHORITY

a. 15 U.S.C. 637(d)

4. APPLICABLE DOCUMENTS

None

5. RESPONSIBILITY

a. The Office of Small Business Programs is responsible for the requirement to establish a uniform methodology for determination of SB subcontracting goals. Performance of the specific tasks shall be the collective responsibility of the following team members, hereafter referred to as "The Team": the Small Business Administration Procurement Center Representative, as needed; the cognizant technical representative; Center Technical Advisor; Center Small Business Specialist(s)(SBS), and the Contracting Officer.

b. The Contracting Officer, in consultation with the Center SBS and the Center Technical Advisor, shall review the statement of work for the purpose of identifying the proposed effort that could be subcontracted.

c. To assist in the determination of SB subcontracting goals for new work, the SBS shall conduct analyses of similar type work, if available.

d. To assist in the determination of SB subcontracting goals for a follow-on procurement or new work under an existing contract effort, the SBS shall review the history of the contract and the percentage of subcontracting dollars historically achieved.

e. The cognizant technical representative, in consultation with the SBS, the Center Technical Advisor, and the Contracting Officer, shall check to see whether the new contract provides for additional or different subcontracting opportunities.

f. The Contracting Officer, in consultation with the Center SBS, shall determine the availability of a pool of eligible SBs, through avenues including but not limited to:

(1) Central Contractor Registration/Dynamic Small Business Search.

(2) Any database created or maintained by Centers or by NASA HQ.

(3) Sources Sought synopses and Requests for Information, posted on the NASA Acquisition Internet System.

g. The Sources Sought synopsis shall state: "NASA is seeking capabilities from all categories of SB for the purpose of determining the appropriate level of competition and/or SB subcontracting goals for this requirement."

h. SBs shall be allowed a minimum of ten (10) working days to respond to the Sources Sought Notice.

i. The Team shall review capability statements received in response to the Sources Sought synopsis and/or Request for Information to assist the Contracting Officer in the determination of SB subcontracting goals, represented as numerical percentages based on the total contract value.

j. If an agreement cannot be reached on the appropriate subcontracting goals, the

Procurement Officer shall notify the Office of Small Business Programs prior to a final decision.

k. Upon request, the Contracting Officer may provide offerors with a list of potential SBs that have been identified. Any such list of potential SBs shall contain the accompanying disclaimer: "Provision of this list is neither an endorsement nor representative of a preference, by NASA, for any of the listed companies."

l. For all procurements valued at \$50 million or more, including new work modifications, the Contracting Officer shall ensure that the results of the uniform methodology analysis are forwarded to Headquarters, Office of Small Business Programs, for review and concurrence.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

a. NPD 5000.2A, dated June 14, 2000

**/S/Charlie F. Bolden Jr.
Administrator**

ATTACHMENT A: (TEXT)

None

(URL for Graphic)

None

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